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*Services*

**BASE HONOR GUARD PROGRAM**

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This instruction establishes policy, lists responsibilities, and states the framework for planning, training, and use of the McChord AFB Honor Guard, in accordance with AFI 34-242. This instruction applies to all units assigned to the 62d Airlift Wing (62 AW). Tenant units are highly encouraged to participate in the Base Honor Guard Program.

***SUMMARY OF REVISIONS***

**This document is substantially revised and must be completely reviewed.**

**1. General:** The Honor Guard will consist normally of 72 personnel (four flights of 18) forming a cohesive team under the 62 AW that will represent the United States Air Force and McChord AFB. This additional-duty contingent will provide military funeral honors and a wide variety of ceremonies for military and civilian events. Administration of the 62 AW Honor Guard rests with the 62d Services Squadron (62 SVS). The Honor Guard Team will also act as the Base Search and Recovery Team, which will also be administered by the 62 SVS.

**2. Manning:** The 62d Airlift Wing Command Section (62 AW/CCA) will be responsible for providing quotas to each Group and Comptroller Squadron. Unit quotas will be derived from the formula used to support the base detail program. Detail quotas will be analyzed and reviewed annually to ensure an accurate distribution of Honor Guard taskings are maintained. Quotas will be sent to each group superintendent who will forward their fair share to their Honor Guard POC.

2.1. During their three-month active tours, Honor Guard members will be exempt from all base and squadron details. They will not serve as Security Forces augmentees or be called upon to fulfill mobility processing requirements. They will not work 12-hour shifts or weekends, and will only work day shifts in their assigned units. Instances where there is an absolute need for an Honor Guard member to

augment an additional duty will be coordinated through and evaluated on a case-by-case basis by the Honor Guard NCOIC and 62 SVS/CC. No action will be taken unless a request has been approved.

2.2. Units are encouraged to provide highly professional volunteers for all positions. When quotas cannot be filled with volunteers, appointment to the Honor Guard will be mandatory.

2.3. The minimum tour of duty for all members will be 12 months unless waived by agreement, based upon sufficient justification and cause, by the appropriate unit commander/first sergeant and the 62 SVS/CC. When appropriate, Honor Guard members may continue beyond their one-year commitment with prior unit and Honor Guard approval.

2.4. Honor Guard activities will take precedence over all other activities. Appointments, unit training, leave, and other activities will be coordinated through the Honor Guard NCOIC.

2.5. Members selected will meet all Air Force body fat standards. Additionally, Honor Guard members will be required to present a professional military image at all times when fulfilling Honor Guard duties (includes while in travel status and in uniform).

2.6. Personnel who have had their driving privileges suspended or are on a physical profile, shaving waiver, weight management program, control roster, or with a history of administrative/disciplinary action, etc., will not be considered for Honor Guard duties.

**3. Organization:** The Honor Guard will consist of four flights of 18 members of any grade, two of which must be NCOs. The flights will be designated Alpha, Bravo, Charlie, and Delta.

3.1. The Honor Guard will have an NCOIC (E-6 minimum) permanently assigned to direct and oversee all operations. This person will be selected from among the wing's resources. Para 4.2. goes into further detail on the Honor Guard NCOIC nomination and selection process. This person will work directly for the Honor Guard OIC and the 62 SVS/CC.

3.2. Each flight will be in active status for two, three-month periods and inactive status for two, three-month periods. The active dates are roughly as follows: Alpha (Sep-Nov; Mar-May), Bravo (Oct-Dec; Apr-Jun), Charlie (Dec-Feb; Jun-Aug), and Delta (Jan-Mar; Jul-Sep). Specific dates will be published annually by the Honor Guard NCOIC. The first active period for each flight is two weeks longer than the second in order to satisfy initial training requirements.

3.3. At the beginning of a flight's one-year term, the first two weeks of duty will be reserved strictly for Honor Guard training. Details will not be performed by new or returning flights until all members are evaluated and certified proficient for Honor Guard duties.

3.4. During times of high operations tempo, inactive flights will be called upon to assist with the completion of Air Force Honor Guard details.

**4. Responsibilities:** The 62 SVS/CC is responsible for the overall management of this program. Duties will include projecting Honor Guard budget requirements, overseeing recognition and training programs, and enforcing the requirements of this instruction.

4.1. Unit Points of Contact (POC): Each unit and the 62 AW staff will identify an Honor Guard POC and notify the Honor Guard NCOIC of this appointment by memo or e-mail. If a POC is not appointed, the unit's Superintendent or assigned First Sergeant will act as the POC. Additionally, POCs will:

- 4.1.1. Serve as the primary point of contact to discuss manpower issues and operational requirements with the Honor Guard staff.
  - 4.1.2. Notify the Honor Guard NCOIC if team members are unable to fulfill commitments for any reason including leaves and TDYs.
  - 4.1.3. Ensure quotas are filled at all times.
  - 4.1.4. Screen all candidates prior to appointment to ensure they meet the highest standards of conduct and appearance.
  - 4.1.5. Be responsible for promoting the 62 AW Honor Guard within the unit and explaining the importance of this duty to supervisors and prospective members.
- 4.2. The Honor Guard NCOIC: The SVS/CC will select the NCOIC using the following process. In the event the NCOIC position opens, the 62 SVS/CC will advertise the open position to entire wing. Nominees will submit application packages to the 62 SVS/CC. The 62 SVS/CC will select one from among the candidates. This individual will serve a minimum one-year term, and is responsible to the 62 SVS/CC for administering and executing the Base Honor Guard Program.
- 4.2.1. Report to the Honor Guard OIC or 62 SVS/CC.
  - 4.2.2. Determine and submit annual budget requirements to the 62 SVS/CC and schedule government operator qualification and familiarization training, M-9 training, and Search and Recovery training for new Honor Guard members as applicable.
  - 4.2.3. Become knowledgeable of all aspects of protocol, honors, and ceremonies.
  - 4.2.4. Ensure members are briefed regarding their responsibilities and understand the purpose, importance, and duties of the Honor Guard.
  - 4.2.5. Ensure equipment and munitions accounts are accurately maintained and current at all times.
  - 4.2.6. Select and appoint personnel to flight management positions and ensure they are trained and qualified to fulfill the responsibilities with those positions.
  - 4.2.7. Ensure training levels are maintained to continuously display a professional, high standard of proficiency in drill and ceremony.
  - 4.2.8. Act as approval authority for all detail requests, and ensure each detail is properly scheduled, conducted, and annotated in the proper records.
  - 4.2.9. Ensure manpower, equipment, and transportation is available to fulfill detail requirements.
  - 4.2.10. Maintain an accurate list of all Unit Honor Guard POCs and First Sergeants.
  - 4.2.11. Ensure an accurate list of all members authorized to draw weapons and ammunition is on file at the Security Forces Armory, and updated upon each member's departure from Honor Guard.
  - 4.2.12. Provide Honor Guard information to supervisors, upon request, for each member's performance report, below-the-zone packages, and monthly and quarterly awards nomination packages.
  - 4.2.13. Recommend to 62 SVS/CC the removal of any member who does not maintain the highest of military standards.

- 4.2.14. Ensure all members are briefed regarding acceptance of gratuities and probable disciplinary action.
  - 4.2.15. Ensure all Honor Guard members receive Search and Recovery training. Leads the Search and Recovery team during exercises and major accidents.
- 4.3. Flight Commanders: The Honor Guard NCOIC will appoint a Flight Commander from each flight. These individuals will take on additional responsibilities for training and managing their flights. Flight Commanders will:
- 4.3.1. Ensure ceremonial procedures are accurate and comply with all applicable instructions.
  - 4.3.2. Maintain, update, and distribute all training manuals, continuity books, ceremonial guides, and handbooks.
  - 4.3.3. Serves as the Honor Guard NCOIC in their absence.
  - 4.3.4. Submit nomination packages for Air Force Achievement Medals when Honor Guard members in their flights successfully complete their tours. Only those who qualify based upon duty performance, leadership, teamwork, etc., will be eligible.
  - 4.3.5. The Flight Commander's staff will perform all administrative tasks required to support flight operations.
- 4.4. Honor Guard members: They will be appointed by the appropriate unit POCs, with the approval of the Honor Guard management staff, and serve a minimum of 12 months. Additionally, they will:
- 4.4.1. Keep the Honor Guard NCOIC apprised of any situation that will prohibit them from performing Honor Guard duties.
  - 4.4.2. Report for training and/or functions on time and in the proper uniform as prescribed by their Flight Commander.
  - 4.4.3. Maintain uniforms to the highest standards of appearance, as set forth in AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, at all times.
  - 4.4.4. Display the highest degree of professionalism, military bearing, and behavior.
  - 4.4.5. Comply with Air Force standards and Honor Guard operating procedures. Failure to do so is grounds for immediate dismissal.
  - 4.4.6. Retain their Honor Guard uniforms. Members are encouraged, but not obligated, to continue their support after their year requirement. (The member must do all coordination with duty section to ensure availability).
  - 4.4.7. Not accept any form of gratuity from any organization or person while performing Honor Guard details. Accepting gratuities is grounds for immediate removal from the Honor Guard and military disciplinary action.
- 4.5. The Flag Presenting Officer (FPO) is responsible for presenting the flag to the next of kin at funerals where the decedent is an officer. Officers chosen for this duty should display the highest levels of professionalism and customs and courtesy.
- 4.5.1. The responsibility for providing FPOs will rotate each quarter. The 62 AW/CCA will produce a schedule, with responsibility rotating between MSG, OG, MDG, and MXG.

4.5.2. Each group's Executive Officer will act as the POC for FPOs. When a FPO is needed to support a funeral detail, the Honor Guard NCOIC will contact the responsible group's Executive Officer, who will provide an officer from the group.

4.5.3. When an FPO is tasked for a funeral detail, he or she will contact the Honor Guard NCOIC for instructions. Training is provided on a "just-in-time" basis, and takes approximately 20 minutes to accomplish. FPOs will travel with the rest of the Honor Guard detail to and from funeral details.

**5. Uniforms:** The Honor Guard will issue all uniforms and accessories required to perform duties. Upon completion of the Honor Guard member's tour, they will be responsible for turning in the issued equipment. The equipment includes aiguillette, Honor Guard badge, garment bag, and ceremonial hat with Hap Arnold pin.

5.1. Members will be responsible for keeping their uniforms clean, serviceable and maintained at a level that exceeds the minimum standards set forth in AFI 36-2903, Dress and Personal Appearance of Air Force Personnel.

5.2. Members may take their Honor Guard uniforms to approved cleaners for cleaning at government expense.

5.3. Units may replace their detailed member prior to the end of the one-year tour with any other member that meets appropriate criteria for membership on the McChord Honor Guard. These replacements should be considered only when members must PCS, deploy, or are disqualified for any other reasons. Frequent replacements hinder the Honor Guard's ability to maintain a fully trained and prepared force to meet mandated Honor Guard functions.

5.3.1. When members are replaced prior to the end of their tour, the replacement member's unit must immediately provide the funding for all of the replacement member's Honor Guard uniform items as directed by the Honor Guard NCOIC. When all uniform items are replaced at unit cost, the replacement member is obligated only to finish the original member's tour of Honor Guard duty. For example, if the original member's tour was Feb 02 to Jan 03, but was replaced due to medical long-term profile and the unit provided new uniform funding, the replacement member is obligated to serve on the Honor Guard only until Jan 03 (the original member's end-of-tour date).

5.3.2. If units do not or cannot provide funding for the uniform items, the replacement member must then not only finish the original member's tour of Honor Guard Duty, but also complete an additional year as an Honor Guard member. For example, if the original member's tour of duty was Jul 02 to Jun 03, but was replaced due to PCS in Nov 02 and the unit did not provide uniform funding, the replacement member must serve in the Honor Guard Nov 02 to Jun 04 (original tour ending Jun 03, plus one year).

**6. Transportation:** The Logistics Readiness Squadron (LRS) will provide two 12-passenger vans for use by Honor Guard personnel as necessary for travel to and return from assigned taskings. This will enhance vehicle familiarity for all GOV users.

6.1. LRS will conduct government-operator qualifications and familiarization training on an as-needed basis during the two-week period of initial Honor Guard training for all members assigned. Proof of qualification will be annotated on member's GOV license. LRS training personnel brief time/distance and road/weather conditions during the initial government-operator qualifications training.

6.2. LRS provides a driver, as necessary, when requested to assist the Honor Guard when mission requirements permit.

6.3. LRS procedures of issue and turn-in of vehicles will apply.

6.4. The Honor Guard provides requests as soon as possible after notification of a detail requiring transportation to/from an off-base location. This is normally two to three days prior to the date of the detail, but can be as little as 24 hours.

6.5. Duty days will normally be less than ten hours total. If travel and Honor Guard duties extend beyond ten hours, the Team Chief/NCO/OIC will use prudent ORM prior to the detail to determine if TDY status is necessary to preclude exceeding this limit.

6.6. All Honor Guard members are briefed on travel requirements, duties, and responsibilities. The Team Chief/NCO/OIC is given guidance pertaining to travel safety and rest/meal breaks. Minimum personnel required to travel any distance in a GOV to perform Honor Guard duties is two licensed drivers per detail.

6.7. All Honor Guard members are afforded a minimum of eight hours rest from the end of one duty day to the beginning of the next duty day's functions.

**7. Security Forces:** The 62d Security Forces Squadron will provide storage for weapons and munitions used to perform gun salutes at military funerals.

**8. Records Management:** All Honor Guard personnel will maintain and dispose of records according to Air Force Manual 37-139, Records Disposition Schedule.

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